

CITY OF MILPITAS

Effective: February 2001
Revision: June 29, 2001
EEOC: Professional
Unit: Unrepresented
FLSA: Exempt
Physical: 6

CRIME ANALYST

DEFINITION

Under general supervisor, perform a variety of administrative and analytical assignments related to crime research for the purpose of increasing effectiveness in law enforcement operations; coordinate crime analysis activities with local, state and federal agencies; and, perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey level, single position, and non-public safety classification in the Police Department.

SUPERVISION RECEIVED AND EXERCISED

May supervise volunteers and/or interns.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

- ◆ Collect, prepare, analyze, and disseminate information relevant to actual and anticipated criminal activity.
- ◆ Conduct research and analytical studies such as: suspects, incidents, and crime patterns.
- ◆ Respond to requests for crime analysis information relating to specific investigations.
- ◆ Prepare crime information in the appropriate format to individuals and groups through written reports, charts, and graphs, etc.
- ◆ Provide crime information for administrative, investigative, and patrol tactical level use.
- ◆ Maintain manual and automated systems for storage and retrieval of crime information.
- ◆ Testify in court.
- ◆ Train volunteers and interns.
- ◆ Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- ◆ Principles and practices of research methodology and statistical analysis
- ◆ Law enforcement and criminal justice systems and organizational concepts of police departments
- ◆ Laws applicable to record keeping and dissemination of restricted information
- ◆ Computer systems including applications and software.

Ability to:

- ◆ Learn the necessary laws, policies, procedures, databases and general orders associated with this position
- ◆ Analyze data and prepare technical reports; use computer systems, including creating, maintaining and accessing database files
- ◆ Prepare statistical charts, graphs and exhibits; establish and maintain effective working relationships with those contacted in the course of business
- ◆ Communicate effectively, both orally and in writing.

Special Requirements: *Essential duties require the following physical abilities and work environment:*

- ◆ Work in an office environment with sustained posture in a seated position for prolonged periods of time
- ◆ Read or see objects under artificial lighting; hear normal speech
- ◆ Speak clearly to be understood by others either directly or through radio or telephone transmission.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major coursework in Criminal Justice, Business Administration, Public Administration, Statistical Analysis or a related field is required.

Experience:

Three years experience performing data analysis with written evaluations and projections in criminal behavior or social science fields.

LICENSES AND CERTIFICATIONS

- ◆ Possession of a Department of Justice Crime and Intelligence Analyst certificate is highly desirable.

Approved by:

City Manager

Date